

CIWMB REFERRAL FORM

Waste Tire Enforcement

DATE:	TPID/SWIS NO.	
Grantee Jurisdiction		
Facility Name:		
Facility Address:		
City:	State:	ZIP Code:
Assessor's Parcel Number		
INSPECTOR INFORMATION		
Inspector's Name:		
Inspector's Phone:	Inspector's E-mail:	
CASE BACKGROUND		
Initial Inspection Date:		
Violations and Observations (may be typed on a separate sheet):		
List of Attachments: <input type="checkbox"/> Inspection Report <input type="checkbox"/> Photos <input type="checkbox"/> Correspondence <input type="checkbox"/> Other _____		
Follow-Up Inspection Date:		
Violations and Observations (may be typed on a separate sheet):		
List of Attachments: <input type="checkbox"/> Inspection Report <input type="checkbox"/> Photos <input type="checkbox"/> Correspondence <input type="checkbox"/> Other _____		
Signature:	Date:	Photos Attached (Please Circle) Yes No

Purpose of form: This form acts as a cover letter when forwarding "referral" tire enforcement cases to CIWMB for enforcement follow-up.

Who uses this form?: Waste Tire Enforcement Grantees

The following excerpt is taken from the Tire Enforcement Grant Procedures and Requirements Section located in the Grant Contract which describes when referrals should be made and what the referral shall include.

Grantee Referrals to the CIWMB for Further Enforcement

- 1) If a business is still in violation after three inspections/re-inspections have been conducted, the Grantee shall refer the business to the CIWMB for further enforcement actions.
- 2) The Grantee will refer all violations that are not resolved at the NOV level to the CIWMB within 30 days of the last inspection.
- 3) Referrals shall include a chronology of the enforcement history and / or statement of facts, photographs and copies of inspection forms or inspection form numbers. Referrals can be sent via e-mail or mail to the Field Staff Contact and their supervisor.
- 4) Once a facility has been referred to the CIWMB, all Grantee inspections will be coordinated through the CIWMB, until that facility is in compliance.